



RISK ASSESSMENT MANAGEMENT

TOTNES TOWN COUNCIL

MARCH 2016

Review Date: March 2017

Area	Risk(s) Identified	Risk Level	Potential Impact	Management/Control of Risk	Review/Action Required
Assets					
Security of buildings/property	Vandalism, weather and accidental damage	Medium	Medium	Buildings and property insured and reviewed annually. Alarm systems with automatic response for some buildings but not all. Low crime rate in South Hams. Buildings secured outside working hours. Weekly fire alarm checks and annual servicing.	Weekly checks conducted of remote locations e.g. cemetery and Castle Meadow.
Maintenance of buildings/property	Inadequate maintenance of buildings, vandalism	Medium	Medium	Assets Manager runs a works plan for all buildings. All buildings inhabited or regularly inspected.	Operations Committee reviews budget annually.
Finance					
Banking	Failure of bank	Low	High	Council's policy follows the latest guidance	
Investments	The Town Council does not have any investments at present			Investments Policy in place to guide future activity.	Investments WG active and looking into this.
Adequacy of Precept	Precept sum inadequate Requirement not submitted in time	Low	High	Budget and Precept considered by Operations Committee & Full Council each year. The precept deadline is noted and complied with by the RFO. Charity of Paige Adams fund available to Council for relief of	Maintain existing procedures.

				rates.	
Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Financial Regulations reviewed annually.	Maintain existing procedures
Petty Cash	Payments not accounted for.	Low	Low	All petty cash payments supported by relevant paperwork.	Maintain existing procedures
Cash	Loss through theft or dishonesty.	Medium	High	Cash reconciled and banked regularly. Unbanked cash locked in Cell 1. Fidelity Guarantee Insurance in place. TIC Cash to be banked at least weekly and holdings not to exceed limit of safe (including stamps, tickets etc)	Maintain existing procedures
Bank Reconciliations	Inadequate checks Bank errors	Low	Medium	Bank reconciliations completed monthly	Councillor to verify quarterly
Budgetary Process	Inadequate budget preparation leading to inability to fulfil obligations	Low	High	Budget considered by Operations Committee and Full Council. Income and expenditure considered bi-monthly.	Maintain existing procedures
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	Low	Medium	All invoices checked and initialled for accuracy and receipt of goods/services. Two signatories on payment orders and initialling of accompanying paperwork. List of payments presented to Operations Committee bi-monthly. Clear audit trail of all expenditure.	Maintain existing procedures

Approval of Expenditure	Unauthorised purchases. Fraud.	Low	Low	All payment orders authorised by Council as per Financial Regulations.	Maintain existing procedures.
Cheque Books	Loss of cheques. Fraudulent use	Low	High	Cheque books rarely used any more but are kept in safe. No blank cheques signed.	Maintain existing procedures
Salaries	Incorrect payments to staff	Low	Medium	SAGE payroll calculates wages monthly. BACS payments filed by Secondary User and checked and authorised by Primary User. Subject to internal audit.	Maintain existing procedures
Annual Return	Not submitted on time. Incorrectly completed.	Low	Medium	RFO aware of date. Accounts prepared by RBS Software Accounts.	Maintain existing procedures
Legal Liabilities					
Ensuring the Council acts within its legal powers	Ultra Vires Acts incurring financial liability	Low	High	Town Clerk is CiLCA qualified Use of manuals, advice from NALC and SLCC.	Maintain existing procedures.
Insurance	Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed.	Low	High	Review of insurance with brokers annually. Insurance approved by Operations Committee. Buildings reinstatement survey carried out July 2013 which removes under-insurance clause on buildings. Annual update of asset values.	Maintain existing procedures. Update Asset Register.
Compliance with Employment Law.	Acts outside the Employment Law could lead to financial liability.	Low	High	Contract with professional HR advisors and insurers. Approval of Employment matters by Personnel Committee.	Under constant review.

Compliance with Inland Revenue requirements.	Payments missed. Year end returns inaccurate or submitted late.	Low	High	Sage Payroll system calculates wages, pension and NI. Liaison with Devon Pension Services. Subject to Internal Audit.	Maintain existing procedures.
Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault	Medium	High	Council has Health and Safety Policy. Risk Assessments in place for all property.	All Risk Assessments reviewed annually.
Legal liability as a consequence of asset ownership.	Injury caused through fault with asset or incorrect training in operation.	Low	High	Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually. Appropriate training given.	Under constant review. Training Log to be established.
Computer records	Reliability of system. Loss of data through system error or theft.	Medium	High	Back up to icloud and local hard drive. IT service provider contacted whenever necessary. Professional anti-virus software.	Maintain existing procedures.
Tendering process	Procedures not followed for significant contracts. Best value not achieved. Fraud.	Low	Medium	Standing Orders correctly followed. Tender documents opened in the presence of at least two councillors.	Maintain existing procedures.
Register of Members' Interests	Not maintained in accordance with Code of Practice	Low	Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with SHDC. Gift Book available for councillors. Monthly declaration on agendas that Interests are up to date.	Maintain existing procedures.

Proper document control	Documents unaccounted for. No proof of documents received.	Low	Low	Filing system established and updated. Data Protection Act requirements in place. Documents stamped with date received and actioned by staff. Councillors' mail available for collection.	Maintain existing procedures.
Internal Financial Controls and Internal Audit	Proper financial controls not maintained. True financial position not known.	Low	Medium	Council has an Internal Financial Controls document and Financial Regulations. Internal Audit reports submitted to the Operations Committee.	Maintain existing procedures.
Administration					
Reports and records	Improper and untimely reporting of meetings via the minutes	Low	Low	Council meets monthly to receive and approve minutes of meetings held in the interim. Minutes are made available to press and public at the Guildhall and via the Council website. Meetings are recorded and available on iCloud.	Maintain existing procedures